

County of Door Conservationist I, II & III

Status: Conservationist I non-exempt
Conservationist II & III exempt

Pay Grade: Conservationist I 7
Conservationist II 8
Conservationist III... 9

Department: Soil & Water Conservation Dept
EEO: 05 Para/Pros

Revision Date: March 1, 2010

General Summary

The SWCD Conservationists report to the County Conservationist. Conservationists I & II receive additional direction from the Conservationist III. Conservationists work independently on planning, designing and supervision of the installation of soil and water conservation projects. Also provide assistance to units of government and landowners on projects to improve the management of, and provide protection of, land, water and related natural resources.

The difference between a Conservationist I, II and III, is the level of difficulty and complexity of given assignments. The Conservationist III provides direction to I & II staff and is given assignments that require more experience, education, and ability than the assignments given to a Conservationist I or II.

Duties and Responsibilities

The Duties and Responsibilities listed are performed collectively by all the Conservationists: I, II and III. However, each individual Conservationist staff person is assigned their duties and responsibilities, but not all the duties are assigned to each of the Conservationists.

Essential Job Functions

1. Conduct landowner/operator contacts promoting, planning and implementing participation in SWCD conservation programming. Programming examples include but are not limited to agriculture water pollution control, non-agricultural water pollution control, nutrient management, stormwater runoff control, wildlife crop damage, water quality monitoring, mine reclamation, invasive species control, beach water quality abatement, well abandonment and native tree and shrub planting.
2. Perform onsite inspections and reviews of properties to determine resource protection need. Plan, survey and design required best management practices. Inspect and monitor installation of best management practices. Prepare landowner/property conservation plans.
3. Prepare grant applications for SWCD projects and operation. Manage grant progress and complete reports.
4. Prepare landowner cost-share contracts. Manage grant progress and determine and prepare cost-share payments. Monitor landowner contract compliance.
5. Determine land operator/site compliance with environmental and conservation regulations. Proceed with and manage enforcement activities.
6. Prepare and review non-metallic mine reclamation plans and implementation thereof.
7. Conduct ground and surface water quality and watershed studies & monitoring projects.

8. Conducts conservation outreach and information/education activities including presentations, posters, field trips and training programs.

General Job Functions

1. Update and maintain ongoing status landowner and project files.
2. Prepare & submit monthly time and activity reports.
3. Attend and participate in governmental meetings.
4. Participate in continuing education and training sessions.

Reporting Relationships

Conservationist I, II & III report to the County Conservationist for projects and general direction. Conservationists I & II receive additional direction from the Conservationist III.

REQUIREMENTS

Training and Experience

1. A Bachelor of Science Degree in the natural resource field of soils, geology, forestry, hydrology, wildlife ecology, natural resource management or environmental science. Two or more years of practical work experience in the use and management of natural resources preferred.
2. Also considered would be an exceptional candidate with an Associate Degree in one of the areas listed above with four (4) years of practical work experience in the use and management of natural resources.
3. May be required to hold/obtain certifications specific to the duties assigned.

Knowledge, Skills, and Abilities Required (Assigned Duties Specific)



1. Ability to survey, plan, design, and supervise the construction of conservation and water quality practices.
2. Skill in using and interpreting aerial photos, soil surveys, topographic maps, geological and other resource information in hard copy and digital format.
3. Capable of dealing firmly, but with tact and courtesy, with employees, clients, supervisors, county officials, and other agencies.
4. Knowledge of Local, County, State and Federal laws on conservation and natural resource protection and related topics.
5. Ability to communicate both verbally and in writing at a level commensurate with the educational background required for this position. Capable of writing technical and non-technical assessment and investigative reports.
6. Ability to work with limited direct supervision and make decisions accurately and rapidly.

Physical & Working Conditions (Assigned Duties Specific)

1. Both inside office & outside work, subject to all weather conditions.
2. Outside activities occasionally include light to heavy lifting/carrying & walking in uneven terrain.
3. Early work day starts and late day completions and evening meetings occasionally required.
4. Outside work may be in close proximity of domestic/farm animals and construction equipment.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 166.03 (4) (a) - (d) Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:  

Name	Department Head	4/21/10 Date
Name	Human Resources Director	4/22/10 Date